



Position Announcement: Afterschool Aide

Requesting Office: Out-of-School Time

Vacancy Announcement Number:

Opening Date: June 1, 2011

Number of openings:

Closing Date: June 7, 2011

Location: Washington, DC

Our public school students need your expertise, passion and leadership in the DCPS Afterschool Programs.

We are looking for highly motivated and skilled talent to join our team at the DCPS Afterschool Program. We seek individuals who are passionate about both transforming the systems and level of quality in our program.

DCPS serves 45,000 students in the nation's capital through the efforts of approximately 4,000 educators in 123 schools. A significant portion of these youth continue their learning through an extended day in our DCPS Afterschool Program, which includes participation in academics, wellness, and enrichment activities. As part of a comprehensive reform effort to become the preeminent urban school system in America, DCPS intends to have the highest-performing, best paid, most satisfied, and most honored educator force in the nation and a distinctive central office staff whose work supports and drives instructional excellence and significant achievement gains for DCPS students. The afterschool program will cultivate these ideals through our activities that extend past the traditional school day.

Aides – DCPS Afterschool Program: (\$15/hour) Aides can work up to 3 hours/day (3:30pm – 6:30pm), 5 days/week – for a total of up to 15 hours/week

Position Overview:

The afterschool aide position is located in each District of Columbia Public School (DCPS) that hosts a centrally coordinated afterschool program. As an integral part of this strategy, the afterschool aide in the afterschool program is responsible for working day- to -day with students engaged in afterschool programs. The afterschool aide facilitates specialized enrichment and wellness activities that support student achievement during the school day. The incumbent is responsible for providing instruction in the subject(s) for which s/he is hired that shall include a minimum of one of four subject areas (technology, sports, art, or performing arts programs).

The afterschool aide in the afterschool program will report directly to the afterschool coordinator located at his/her school site.

Primary Duties:

- Facilitates a variety of technology, sports, enrichment and performing arts activities for youth that meets the needs, interests, and abilities of all students including students with disabilities.
- Uses a variety of materials, resources, and experiences to enrich student learning, and develops and implements short-term and long-term plans for enrichment and wellness activities.

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- Builds positive relationships and liaises with other teachers, aides, building administrators, and OST staff to drive collaboration and program success.
 - Monitors student progress and needs as appropriate, including active participation in program monitoring.
 - Prepares students for performances or presentations as appropriate.
 - Determines nature of unusual incidents and best DCPS staff to resolve, track and follow up until issue is resolved.
 - Stays acutely aware of progress of program activities and emerging issues across the DCPS Afterschool Program and its youth participants and informs the afterschool coordinator of developments that impact or change the direction of programmatic priorities.
 - Supports site based afterschool coordinator in enrolling afterschool participants.
 - Maintains accurate attendance and sign in information for youth participants.
 - Completes periodic reports as required.
 - Supports and carries out the Chancellor's mission to transform DC Public Schools and close the achievement gap.
 - Performs other related duties as assigned.

Educational/Professional Qualifications and Characteristics:

AA degree and 2-4 years work experience required, with specific experience working in afterschool programs. Previous exposure to or experience in the education sector and afterschool programs a plus.

- AA degree required (specializing in education related field preferred).
- Demonstrated involvement and commitment to the youth community, by enriching lives and developing a positive rapport within the youth community.
- Assists the administration in implementing all policies and rules governing student life and conduct, including establishing rules for classroom behavior and procedures, and maintaining order.
- Establishes relationships with colleagues, students, parents, and community that reflect recognition of and respect for every individual.
- Encourages youth voice in the development of program activities, with emphasis on inclusion and academic achievement for a multicultural and diverse population.
- When appropriate, incorporates technology into curriculum.
- Possesses good oral and written communication skills.
- Demonstrates commitment to professional growth and eagerness to learn.

Additional Requirements:

For current DCPS employees, a recommendation from the principal is required.

For non-DCPS employees, two letters of reference demonstrating commitment to professional growth, improving academic achievement, excellent peer relations, etc. (letters from principals, colleagues, etc.).

To Apply:

Interested DCPS and non-DCPS employees should complete the online teacher application form located at <https://octo.quickbase.com/db/bf3hghfkg> by June 07, 2011.

For additional information about an afterschool position, please e-mail AfterSchool.DCPS@dc.gov.

Questions:

If you have any questions, please email AfterSchool.DCPS@dc.gov.

Notice of non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the D.C. Human Rights Act of 1977, as amended, District of Columbia Official Code Section 2-1401.01 et seq. (Act), the District of Columbia Public Schools (DCPS) does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited. Discrimination in violation of the aforementioned laws will not be tolerated. Violators will be subject to disciplinary action. The following office has been designated to handle inquiries regarding non-discrimination policies: Equal Employment Opportunity Unit, District of Columbia Public Schools 1200 First Street, NE, Washington, DC 20002, (202) 442-5424.